

**Voluntary Protection Program  
Meeting Minutes  
October 23, 2008**

**Attendees:**

Org Code	Manager	Worker
HS-1.1		
HS-1.2		Vinh Le
HS-1.3	Dan Muniz	Jess San Agustin
HS-1.4		
HS-10		Mohandas Bhat
HS-20	Colette Broussard	Duli Agarwal
HS-30		Paul Lin
HS-40		Annette Bright
HS-50	Jim Szenasi	Candy Sanchez
HS-60		
HS-70		Rick Faiver
HS-80	Mike Sparks	
HS-90		Fletcher Whitworth
ProForce		Mike Hamar
NTEU		
MA		
Advisors	Carlos Coffman, Jillian Carter	
Guests	Sue Keffer, PEC; Chuck Moseley, PEC, Bob Cooper, DOE	

**Safety Share**

Annette Bright discussed an email she had received about “rock candy” in schools that is actually methamphetamine. Other common nicknames for methamphetamine include "crank", "meth", "ice", "crystal", "tina", "glass", "P" (in New Zealand), and "yaa baa" (in Thailand). Methamphetamine is sometimes referred to as "speed", but this term is usually used for regular amphetamine or dextroamphetamine.

Source of information: <http://en.wikipedia.org/wiki/Methamphetamine>

Colette Broussard also discussed an email she received from Brendan Burns regarding copperhead snakes in Maryland. See Attachment 1 to see if you can find the copperhead snake in the picture. Because copperhead snakes blend with the fall foliage, they are difficult to spot. Copperhead snakes are in this area.

**Meeting Minutes**

The minutes from the October 9, 2008 meeting were approved as written.

## **Items Discussed**

### **Name the Globe Contest:**

Claudia Beach, HS-10, was presented a \$50 gift card from the HSS VPP co-chairs, Colette Broussard and Fletcher Whitworth.

**Action Item:** Fletcher Whitworth will send a mass email to HSS announcing the winner.

### **Making a Video:**

The Committee would like to video tape the 3-way intersection at the north gate to demonstrate what can happen when traffic does not pay attention to the stop signs at this location. Bob Cooper participated via conference call. The Committee wanted to stage an accident at this intersection, but Bob Cooper suggested a virtual world video instead (his group can't stage videos). He stated that members of the Committee could meet at this location and discuss the potential hazards of this area. A script would need to be developed so that the message can be delivered concisely. His staff can assist the Committee with developing the scenario, writing a script and suggesting ideas on how to best convey the safety message.

There are no production costs, unless a piece of equipment is necessary that the staff does not already have and it would need to be rented. All the work is done in-house. The product, a short 2-5 minute video, would be able to be uploaded to the HSS VPP website. If you wait until next year, in February 2009, the format changes from analog to digital. Bob Cooper suggested that the Committee think about doing a small scale video now to easily get it on the website.

Another idea was to see if MA (Cherylynne Williams) may have a video on how to evacuate a handicapped person in an emergency. This could be added to the website for now.

A subcommittee was formed to work with Bob Cooper to develop a short video before the February 2009 technology changes. A possible topic is the hazards associated with winter driving.

Subcommittee includes: Fletcher Whitworth, Annette Bright, Jess San Agustin, Dan Muniz, Vinh Le, and Carlos Coffman.

**Action Item:** Video subcommittee will work with Bob Cooper to develop a short video.

### **HSS VPP Website:**

The HSS VPP Committee website is ready for HS-1 approval.

The URL for the HSS VPP Committee beta webpage is:

<http://www.hss.energy.gov/vppc/>

**Action Item:** Fletcher Whitworth will email Mr. Podonsky, Mr. Kilpatrick and Mr. Kirchhoff the website link for their approval.

#### Additional Information for the “Did You Know” Section of the Website

Jess San Agustin has a draft version of basic traffic statistics at the GTN facility that will be posted to the “Did You Know” portion of the website. He will provide more specific information in text form that can be distributed (either by an email or a DOECAST) concurrently with a traffic safety campaign. He is working with Cherylynne Williams to get a DOECAST notice distributed.

#### **Staff Recognition:**

The announcement/recognition of staff who demonstrates safety leadership will also be announced on the HSS VPP Committee website. Hopefully, the two staff will be recognized by the next HSS VPP Committee meeting.

#### **Excess Furniture:**

Excess furniture situation continues to be a concern for many staff.

Cherylynne Williams and Brad Davy were not present at the meeting; therefore, no report was provided on her action items from the last two meetings. They included:

**Action Item:** Cherylynne Williams will contact Terry Butler to obtain the internal procedure/guidelines (if one exists) for dealing with excess furniture.

**Action Item:** Cherylynne Williams will check out the F-wing at FORS to see if the furniture is properly stacked.

**Action Item:** Brad Davy will contact Sherry Main or Stephanie Martin for the HSS procedure for dealing with excess furniture.

#### **Contractor Use of Health Unit:**

No update on this item was reported.

Contractor’s currently can not use the health unit for items such as blood pressure monitoring and flu shots. Since VPP extends to DOE contractors; contractors should be able to use the health unit. Is the health unit staffed by contractors? If the health unit staff is already there, why can’t contractors use the services? Suzanne Piper is the POC for the health unit.

**Action Item:** Brad Davy will contact Suzanne Piper to determine what the rules are for the health unit. **UPDATE: Colette has initiated discussion with Suzanne Piper and Dr. Michael Ardaiz on this and plans to meet with them the week of November 10.**

## **Health and Safety Issues for Committee Action:**

1. The asbestos issue was briefly discussed. Via email, Cherylynn Williams confirmed that there is asbestos in the basement floor tiles and some piping wrap of the GTN building. Asbestos is only an issue if it is friable and airborne. Dave Smith was pursuing this issue with MA to determine if this is a health and safety issue for HSS staff in the basement. Documents were requested, but are too voluminous to provide. Dave Smith plans to form a team to go to the documents and review/develop a summary of where the asbestos is located and what abatement actions have been done.

**Action Item:** Dave form a team to review the existing documentation and develop summary for Committee and HSS Management.

## **Region III VPPPA Conference:**

No update on this item was reported. This item will be discussed with Mr. Podonsky when Colette Broussard and Fletcher Whitworth meet with him.

## **HSS Safety Break:**

Safety Break will be October 28, 2008 in GTN and October 31, 2008 in FORS from 9:00 am – 11:00 am. Coffee and doughnuts will be served at both locations.

The HSS VPP Committee will have a table and Committee members will be on-hand at each location to answer questions and include:

October 28: Colette Broussard, Jess San Agustin, Duli Agarwal, Jillian Carter and Annette Bright

October 31: Dan Muniz, Colette Broussard, Paul Lin, Tracey Berry, Dawn Cheek

**Action Item:** Dan Muniz will provide a list of items that are necessary for “Go Bags” to Debbie Reece, PEC. These are emergency bags with up to a two day supply of essential items. Debbie Reece will make a handout for the table.

**Action Item:** Colette Broussard will get candy (Smarties and Dum Dum pops) as treats for participating in the shoe inspection.

**Action Item:** Carlos Coffman will work with Heather Garrett and Debbie Reece of PEC to coordinate setting up the VPP display and to develop the handouts for the table.

## **New Business**

1. FEOSH office checklist will not be distributed until there is an incentive (e.g., a lapel pin with HSS VPP logo). The idea is that the employee will get the pin after they complete and submit the checklist.

**Action Item:** One Committee member from each HSS organization needs to determine the number of staff in their organization for both FORS and GTN. All counts need to be sent to Debbie Reece, PEC at [dreece@pec1.net](mailto:dreece@pec1.net)

2. New items to be posted on the HSS VPP website require approval from Colette Broussard and Fletcher Whitworth. New items to be posted include:
  - a. Pictures of presentation of gift card to Claudia Beach for the “Name the Globe” contest.
  - b. Minutes from prior Committee meetings.
3. The HSS VPP Committee needs a message board.

### **Future Business**

1. Strategic Plan/Flow Chart:

This agenda item is on hold until further notice.

2. HSS VPP Cook-Out:

The Committee members should think about this as a spring event.

3. Development of Posters/Signs to inform HSS staff of Committee activities and to promote health and safety to all staff.

### **Next Meeting**

The next will be November 13, 2008 from 10:00 am – 12:00 pm. This meeting will be held in B-207 in the GTN building. The call-in number is 301-903-6060.

## ATTACHMENT 1

**Can you find the copperhead snake???**





